

CITY OF BURBANK

ASSOCIATE PLANNER

DEFINITION

Under supervision, to perform professional and technical work in advance and/or current planning; and to do related work as required.

ESSENTIAL FUNCTIONS

ADVANCE PLANNING: Prepares and maintains the General Plan for the future growth and development of the City including data compilation and analysis; prepares long, intermediate and other short range plans for land use; prepares statements of objectives, principles and standards outlining the General Plan; monitors and analyzes the impact of changes in planning laws; conducts and oversees the preparation of special studies, analyses, and research projects, making conclusions and recommendations for action; meets and works with professional and public groups and other departments to coordinate and effectuate plans; drafts materials to be used in local presentations and public hearings; makes public presentations on advance planning matters to the Planning Board and other bodies; supervises and trains employees.

CURRENT PLANNING: Prepares a variety of reports and forms, including conditional use permits, variances, subdivisions and zone map amendments; performs site plan reviews; performs work in the maintenance and upkeep of the Zoning Ordinance; proposes and drafts revisions to the Zoning Ordinance and subdivision regulations; monitors and analyzes the impact of changes in planning laws; conducts and oversees the preparation of special studies, analyses, and research projects, making conclusions and recommendations for action; meets and works with professional and public groups and other departments to coordinate and effectuate plans; drafts materials to be used in local presentations and public hearings; makes public presentations on current planning matters to the Planning Board and other bodies; supervises and trains employees; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - urban planning practices, including applicable laws and policies regarding planning; the principles, practices and problems of governmental planning; project economics and zoning codes;
- Ability to - establish and maintain effective working relationships with supervisors, fellow employees, and the public; analyze complex planning problems and recommend solutions; design and conduct field surveys and research efforts; organize reports and graphic illustrations; communicate effectively, both verbally and in writing; ability to make oral presentations.

Education/Training: Two years of progressively responsible experience in planning with some portion of that time in an administrative or supervisory capacity, and graduation from an accredited college with a degree in planning, architecture, engineering, public administration, or related field. NOTE: A Master's Degree in planning may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.